



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX KENTUCKY 40121-5000

Expires 10 January 2002

ATZK-OSS-C (710)

10 January 2000

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 1-00 – Delinquent Hand Receipt Inventories and Updates

1. References:

- a. AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level.
- b. DA Pam 710-2-1, 31 Dec 97, Using Unit Supply System (Manual Procedures).

2. Hand receipts must be inventoried and updated as prescribed in AR 710-2. This is the responsibility of the hand receipt holder and should be done on a timely basis to reduce the potential for loss of government property.

3. To ensure timely accomplishment of required hand receipt inventories and updates, the following policy is established:

- a. Upon change of primary hand receipt holder and/or notification from the IPBO, the hand receipt holder has 30 calendar days to inventory, update, and sign the hand receipt.

- b. Failure to accomplish the requirement in paragraph 3a above will result in a suspension of requisitioning authority for the delinquent hand receipt until it has been updated and signed. Notice of delinquency will be provided to the hand receipt holder and the individual responsible for logistical/supply operations for the unit.

- c. Failure to satisfy, within 30 calendar days, the requirement as prescribed in paragraph 3b above will result in official written notification to the directorate, command, or staff agency of the hand receipt holder. Requisitioning authority for the delinquent hand receipt holder will be reinstated only after the hand receipt has been updated and signed.

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4. The point of contact for this policy is Mr. Danny L. Benningfield, Installation Property Book Office, Property Accountability Branch, Directorate of Base Operations Support, 624-3384.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "George Edwards", is written over the printed name.

GEORGE EDWARDS

Colonel, AR

Garrison Commander

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